



STATE OF CALIFORNIA

**DEPARTMENT OF DEVELOPMENTAL SERVICES** 

## JOB OPPORTUNITY BULLETIN: SUPERVISING HOUSEKEEPER II

SALARY RANGE	\$2,507 - \$3,142 per month
TENURE/TIME BASE	Permanent/Full-Time
PROGRAM/DEPARTMENT	Custodial
FINAL FILING DATE	November 8, 2013 UNTIL FILLED

## **DESCRIPTION OF DUTIES:**

Under the direct supervision of the Custodian Supervisor III, the Supervising Housekeeper II supervises the Supervising Housekeeper I's, Custodians, Maintenance and Service Occupational Trainees (MSOT), and Service Assistant (Custodian) in the planning, organizing, and supervision of the housekeeping work involved in the care, cleaning, and maintenance of building interiors and exteriors. The Supervising Housekeeper II gives instructions and training to janitorial services staff and performs as well as assist with janitorial tasks. Typical duties of the Supervising Housekeeper II would be assigning work, supervising/providing instruction and training to housekeeping and janitorial employees; evaluating their performances and taking or recommending appropriate action; assisting with the continuous responsibility for organization and direction to improve performance; regularly conducts inspections of public and client living areas; maintains records and prepares reports on cleaning activities; maintains inventory records; stores and inventories supplies; prepares requests for replacement; maintains housekeeping practices and standards, providing training on housekeeping policies and procedures; assisting in the ongoing improvement of the Housekeeping Safety Program including safety training, inspections, meetings, accidents investigations and prevention.

## WHO IS ELIGIBLE TO APPLY:

Candidates must possess Civil Service Eligibility to apply for this vacancy. Civil Service Eligibility consists of being a current or former California state civil service employee (lateral transfer or reinstatement) or list eligibility as a result of taking an examination and having placed in a reachable rank. Further Information may be found on the California State Department of Human Resources website at <a href="www.calhr.ca.gov">www.calhr.ca.gov</a> Applicants are asked to specify the type of eligibility they possess when applying. Applications will be reviewed and only the most qualified candidates will be scheduled for selection interviews. Applications may be obtained from the Human Resources Personnel Office at the Sonoma Developmental Center or completed and downloaded from the California Department of Human Resources website indicated above. Appointments may be subject to State Restriction of Appointment (SROA), Departmental Restriction of Appointment (DROA), Re-employment List procedures, a pre-employment physical, drug screen and fingerprint clearances.

Applications must be received to the address below no later than the close of business of the final filing date (5:00 p.m.) Applications postmarked, personally delivered or received via interoffice mail after the final filing date will not be accepted. Faxed applications or resumes not accompanied by an official STD-628 will not be accepted.

## PLEASE SEND YOUR COMPLETED STATE APPLICATION (STD-678) TO THE FOLLOWING:

Sonoma Developmental Center
Human Resources Personnel Office – Ro

Human Resources Personnel Office – Room 124 (Administration Bldg)

P.O. Box 1493

Eldridge, CA 95431

(707) 938-6650 (Contact Karrie Hubbenette for questions specific to essential functions of the position only.)

Civil Service Eligibility will be determined by the Human Resources Department at the Sonoma Developmental Center.

SONOMA DEVELOPMENTAL CENTER IS AN EQUAL OPPORTUNITY EMPLOYER TO ALL REGARDLESS OF RACE, COLOR, CREED, NATIONAL ORIGIN, ANCESTRY, SEX, MARITAL STATUS, DISABILITY, RELIGIOUS OR POLITICAL AFFILIATION, AGE OR SEXUAL ORIENTATION.

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